**Sort & Filter**

* Select the data you are going to use
* Go to home,
* Then select Sort & Filter
  + If you are going to sort in alphabetical order select
    - Sort A to Z
    - Sort Z to A
  + If you are going to filter the information then:
    - Go to sort & filter icon in home
    - Go to filter
    - Put on one of the arrows that appear next to the columns where the information is placed. You can select:
      * Equal
      * Does not equal
      * Greater than
      * Greater than or equal to
      * Less than
      * Less than or equal to
      * Between
      * Top ten
      * Above average
      * Below average
      * Costume filter
    - You have two options:
      * And
      * Or
    - These options are useful only when you use 2 of the filter options. If you don´t have two filter options then you just leave it as it appears.
  + For looking for the average you need to put:
    - =AVERAGE(number cell 1, number cell 2)
    - =AVERAGE(number cell 1: number cell 2)